

Training Day One Details

Overview:

- familiarize you with the structure and operation of Data Writer.
- develop your understanding of the process of transforming report requests into logical procedures, as used by Data Writer and most other tools.
- guide you through the creation of sample exercise reports, from concept to completion.

A general flow of the activities: **

- How you see your application and its data, versus how Data Writer sees your data.
- Brief overview of Data Writer and its components.
- Analyzing and understanding a report request.
- Translation from our communications into Data Writer requirements.
- Creating your first report.
- Changing the report.
- Getting around in Data Writer.
- Doing more:
 - Using Selection Filters to clarify the report.
 - Using Sequence / Ordering to change the presentation.
 - Changing the printed format.
 - Basic calculations.
 - Refining the appearance of the report.
 - Extracting data to Excel.

After Completing Day 1

- create basic reports, which include multiple data sources, selection filtering, data grouping and some formatting
- understand the difference between Data Writer and applications, as well as an understanding of the methods for finding data.

**Note: We always try to alter the classroom flow to reflect the individual needs of the attendees, while at the same time making certain to cover the appropriate material. As a result, the actual order of topics varies from class to class. Whenever possible, we like to answer questions while they are fresh in your mind.

